

Producer Licensing Maintenance FAQs

1. I applied for the wrong license type, how do I correct this?

Submit a new electronic application with the appropriate application processing fee. Fees are non-refundable and non-transferrable.

2. How do I terminate my Virginia license?

Complete the [Individual License Cancellation Request Form](#) and either email it to AgentLicensing@scc.virginia.gov or fax it to 804-371-9290.

3. How do I update my address?

Visit www.nipr.com or www.sircon.com/virginia to update your address. DO NOT USE A COMPANY OR ANY BUSINESS ADDRESS (INCLUDING PO BOX) AS THE INDIVIDUAL'S RESIDENCE OR MAILING ADDRESS. Sircon must be used to make a change in the business entity's (agency) address.

4. I am moving from Virginia to another state. What do I need from the Bureau?

A clearance letter, which when processed, terminates all active licenses in Virginia, is required when moving to another state. Complete the [Service Request Form](#) and either email it to AgentLicensing@scc.virginia.gov or fax it to (804) 371-9290. After obtaining a license in your new home state, visit www.nipr.com or www.sircon.com/virginia to apply for your Virginia nonresident license.

5. How do I add or update my email address with the Bureau of Insurance?

Visit www.nipr.com or www.sircon.com/virginia to add or update your email address. The email address you enter when you pay your CE continuance fee will not update the Bureau's records. Add or update your email address so that you may receive email communications sent by the CE Board or the Bureau.

6. How do I change my name?

Complete the [Service Request Form](#) and either email it to AgentLicensing@scc.virginia.gov or fax it to (804) 371-9290. A copy of the marriage certificate, divorce decree (if the decree states the change from married name to maiden name), or court order is required. Include your Virginia license number ("VLN") or National Producer Number ("NPN") with your request. The licensee must sign all name change requests.

7. How do I view and/or update agency associations?

1. Go to [Maintain Designated Licensed Producer](#)
2. Enter the insurance agency information
3. Select "Create" from the drop-down box and enter the producer's information
4. Select the appropriate "Association" type from the dropdown, and complete the transaction

[Visual guide for maintaining the DLP](#)

8. How do I notify the Bureau of a Trade (Assumed or Fictitious) Name?

Complete the [Service Request Form](#) and either email it to AgentLicensing@scc.virginia.gov or fax it to (804) 371-9290. Visit www.scc.virginia.gov/clk/befaq/fict.aspx#a2 for additional filing requirements of using a fictitious name in Virginia.

9. Will I receive an acknowledgement of appointment from the Bureau?

The Bureau does not provide notice of the producer appointment by an insurer. Visit www.scc.virginia.gov/boi/ConsumerInquiry to verify appointments.

10. How do I cancel my company appointment with an insurer?

Submit a written request directly to the company. The Bureau of Insurance cannot cancel your appointment; only the company can cancel an appointment.

11. How do I print a letter of certification?

Visit www.sircon.com/virginia to print a letter of certification.

12. What rules govern the Long-Term Care Insurance Partnership Program?

Visit <http://www.scc.virginia.gov/boi/pro/enf.aspx> to review these rules. Resident agents who fail to complete the ongoing four hours of training within 24 months of the initial eight-hours of training must again complete eight hours of training. Nonresident agents who comply with their home state requirement need only take a two-hour Virginia-specific course to meet the requirement in Virginia. A continuing education exemption does not apply to this training requirement.

13. What are the Federal training requirements for Flood insurance?

Visit <http://www.scc.virginia.gov/boi/pro/enf.aspx> to review these requirements.